

**Your new job:**

Responsible for the day to day administration of the Service and the coordination with regional and national functions as well as head office on behalf of the service. Demonstrates the ability to represent the organisation in an appropriate and professional manner in all internal and external contact and relationships.

**Duties & Responsibilities:**

- Supporting the service manager in diary management and organising travel and meetings
- Providing administrative support to service manager where required such as, processing letters, taking minutes, stationary orders, generating reports, using the Hr and recruitment systems and providing information to head office
- Ensure the service is legally and ethically compliant by ensuring all paperwork is up to date for service users staff and the building
- Ensure compliance with regulatory requirements
- Effectively and confidentially managing data and information
- Dealing with issues as they arise escalating to line management in line with policy
- Maintaining the electronic and paper filing systems and ensuring information is accurate and up to date
- Tracks training evaluations, ensures a full set of data is available, and investigates negative feedback takes action as required. Analyses training provider reports. Escalates issues.
- Receives training attendance information from the central training co-ordinator, follows up non-attendance with the staff, and escalates issues to the Service Manager

**You:**

- Experience of running IT based filing systems
- Experience of administering HR processes.
- Ability to work within policy and process.
- Ability to analyse data and present clear verbal and written reports
- Proven ability to problem solve and manage conflict
- Ability to use own initiative and to multi-task
- Ability to work well in a team and to manage own stress levels
- Ability to communicate tasks effectively
- Experience of working within policies and regulatory requirements
- Office Manager experience desirable but not essential
- Knowledge of the Care Sector desirable but not essential

Essential Requirements

- 2 years' experience in a general administrative post
- Strong organisational skills